



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

MICHAEL P. FLANAGAN  
STATE SUPERINTENDENT

**FISCAL YEAR 2014  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMORANDUM #22**

**TO:** Child and Adult Care Food Program Institutions

**FROM:** Marla J. Moss, Director  
Office of School Support Services

**DATE:** **July 22, 2014**

**SUBJECT:** **Fiscal Year (FY) 2015 Child and Adult Care Food Program (CACFP)  
Application Certification**

**ACTION:** **Complete the Fiscal Year 2015 Application Certification -  
Due September 30, 2014**

All institutions participating in CACFP are required to initiate a certification for FY 2015 to continue participation. The certification must be completed through the Michigan Electronic Grants System Plus (MEGS+).

**The MEGS+ certification for CACFP will be available for centers on Friday, July 25, 2014.** MEGS+ may be accessed through the Michigan Education Information System (MEIS) at [www.michigan.gov/meis](http://www.michigan.gov/meis). The due date for the FY 2015 certification is September 30, 2014. Per CACFP regulations, Michigan Department of Education (MDE) has thirty (30) days to review and respond to applications. If your application certification is not complete, correct, and approved by MDE on or before Wednesday, November 26, 2014, you will lose claim months beginning with October 2014.

Any pages of the application that have changed since your last submittal must be completed during the certification process. Each page must have the box checked which states "I certify that the above data is complete and correct."

Independent centers must submit budget worksheets to support their FY 2015 certification. The worksheets are available at [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp) under Financial Resources. Regional trainings for independent centers' budget worksheets are listed in FY 2014 Operational Memorandum #18. A webcast is available at [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp) under Training.

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • (517) 373-3324

Sponsors of centers, affiliated and unaffiliated, are required to complete and submit budget worksheets as part of their FY 2015 certification. The budget worksheets for sponsors of centers are also available on the CACFP website under Financial Resources. Regional trainings for sponsors of centers' budget worksheets are listed in FY 2014 Operational Memorandum #19.

Schools participating in CACFP that were operating a successful National School Lunch Program in FY 2014 will not be required to complete budget worksheets and the full management plan for FY 2015. Such schools must only initiate their application, make any changes, and certify their application.

In addition, the following information must be submitted by all institutions:

- A single certification that any information previously submitted to MDE to support all of the eligibility requirements set forth in 7 CFR 226.6(b)(2) for the institution, its facilities, and all of its current principals is current, or that the institution has submitted any changes or updates to MDE.
- Updated licensing information for each independent center and facility participating in CACFP or certification that licensing information in the application is complete and correct. Unlicensed facilities must certify that facilities meet all health and safety requirements per 7 CFR 226.6(f)(1)(vi).
- Information as required for new fields in the application that have changed since the last certification.
- Non-Profit Organizations and For-Profit Organizations:
  - Information on the independent governing board of directors. The governing board must meet regularly and have the authority to hire and fire the institution's executive director.

### **Special Notes**

**Once your institution initiates the FY 2015 application certification, any sites added to the FY 2014 application must also be added to the FY 2015 application if they participate in both years.**

**Failure to submit the annual certification by November 26, 2014, for FY 2015 will result in the loss of claims beginning with the October 2014 claim.**

Remember to update your application throughout FY 2015. Per the certification and permanent agreement with MDE, institutions must submit an amended application as changes occur. Attached is a list of CACFP staff members and respective territories. A MEGS+ User Manual for new users is available at [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp) under How to Apply.

Attachments: 2015 Program Analysts' Territories  
CACFP Staff List

**Michigan Department of Education  
Child and Adult Care Food Program Staff  
608 W. Allegan St.  
Lansing, Michigan 48933**

**Mailing: P.O. Box 30008, Lansing, MI 48909**

**Phone: (517) 373-7391**

**Fax: (517) 373-4022**

**Website: [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp)**

The following staff members are available to assist you in the implementation and administration of the Child and Adult Care Food Program (CACFP).

Ms. Kim Bilyk, Supervisor – <a href="mailto:bilykk@michigan.gov">bilykk@michigan.gov</a>	517-373-7391
Mr. Doug Wilson, Department Manager – <a href="mailto:wilsond23@michigan.gov">wilsond23@michigan.gov</a>	517-241-4683
Ms. Melissa Lonsberry, Consultant – <a href="mailto:lonsberrym@michigan.gov">lonsberrym@michigan.gov</a>	517-241-0526
Ms. Stephanie Schenkel, Consultant – <a href="mailto:schenkels2@michigan.gov">schenkels2@michigan.gov</a>	517-335-7894
Ms. Theresa Galbavi, Secretary – <a href="mailto:galbavit@michigan.gov">galbavit@michigan.gov</a>	517-373-7391
Ms. Katherine Foreman, Secretary – <a href="mailto:foremank2@michigan.gov">foremank2@michigan.gov</a>	517-335-2403
Ms. Wendy Crowley, Financial Analyst – <a href="mailto:crowleyw@michigan.gov">crowleyw@michigan.gov</a>	517-373-0406
Ms. Connie Jones, Financial Analyst – <a href="mailto:jonesc8@michigan.gov">jonesc8@michigan.gov</a>	517-373-3630

**CACFP Program Analysts**

Ms. Barb Cotner – <a href="mailto:cotnerb@michigan.gov">cotnerb@michigan.gov</a>	517-241-0961
Mr. Patrick Fox – <a href="mailto:foxp1@michigan.gov">foxp1@michigan.gov</a>	517-241-1110
Ms. Dana Galardi – <a href="mailto:galardid@michigan.gov">galardid@michigan.gov</a>	517-241-3926
Ms. Sara Harmon – <a href="mailto:harmons7@michigan.gov">harmons7@michigan.gov</a>	517-335-0705
Ms. Sara Herman – <a href="mailto:hermans2@michigan.gov">hermans2@michigan.gov</a>	517-335-0888
Mr. Bob Smith – <a href="mailto:smithb9@michigan.gov">smithb9@michigan.gov</a>	517-373-3682

CACFP Program Analysts are responsible for conducting Administrative Reviews and approving applications in specific regions of the state. Refer to the map to identify the CACFP Program Analyst assigned to your region.

Staff members are available to answer your questions, and to provide training and technical assistance. Questions related to claims for reimbursement, payments and audits should be directed to Ms. Wendy Crowley.

When contacting the CACFP office by phone, fax, e-mail, or in writing, always include the name of your organization with your phone number, including area code, and CACFP agreement number.

## 2015 Program Analysts' Territories

